

PAYMENT DATA WORKSHEET INSTRUCTIONS

As part of the purchasing program compliance review process, departments are required to complete a Payment Data Worksheet (PDW) on a selected sample of purchasing transactions. The PDW will calculate the extent of adherence to statutory and policy requirements. The average invoice payment cycle time assessment will be included in the compliance review report.

The California Prompt Payment Act requires that state agencies report annually to the Department the number and amount of late payment interest penalty payments that were paid to suppliers each year. This report is separate and distinct from the PDW in that it does not measure the number of days between invoice receipt and payment approval.

The following instructions are intended to assist the department in completing the PDW. Please return the completed worksheet within 10 working days of the compliance review to Lea Fox at the address listed below.

- **If multiple invoices are associated with one purchasing transaction, please report on the latest invoice only.**
- **If multiple Cal Card invoices are received for the month requested, the department may select any Cal Card invoice for the month specified.**
- **Each cell within the defined worksheet area must contain an entry. If the data required is not known, enter “unknown” in the applicable cell.**
- **Column G: Enter the date that the invoice is first received by the department. This may be different than the date the invoice is first received by the accounting unit.**
- **Column L: Enter a “Y” or “N”, for each line, to indicate yes or no as to whether or not the payment was paid by Revolving Funds. Note that this column is outside the defined worksheet area; however, an entry is required.**

Thank you very much for your cooperation as we continue to pursue excellent partnerships with the supplier community. Should you have questions please feel free to contact:

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